

Agenda -Notice of Meeting

Polk City | City Council

June 12, 2023 | 6:00 pm

City Hall Council Chambers

Public Meeting participation in person or via phone

Call in # 515-726-3598 Participant Code 535355

Public members can also provide comments* directly to support@polkcityia.gov

**any comments received before the time of the meeting will be made a part of the public hearing*

Broadcast live and playback will be available at <https://www.youtube.com/c/polkcityiagovchannel>

Steve Karsjen | Mayor

Rob Sarchet | Pro Tem

City Council Members: Jeff Walters | Dave Dvorak | Mandy Vogel | Ron Anderson

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Public Comments: *This is the time and place for comments for any item other than those that are a Public Hearing. If you wish to speak, please contact the City Clerk by 6pm on the date of the meeting by email at jcoffin@polkcityia.gov include your name and address for the record. The Mayor will recognize you for five minutes of comment.*

5. Consent Items

- a. City Council Meeting Minutes for May 22, 2023
- b. City Council Work Session Meeting Minutes May 22, 2023
- c. Receive and file the Parks Commission Meeting Minutes for June 5, 2023
- d. Claims listing June 12, 2023
- e. Resolution 2023-73 approving application to State Rec Trails Grant
- f. Resolution 2023-74 adopting Policy PA-55 Water Tower Relief Program
- g. Resolution 2023-75 adopting Policy PA-56 Utility Bill Assistance Program
- h. Building Official Job Description
- i. City of Polk City Organizational Chart
- j. Soil Quality Restoration Program Update
- k. Acknowledge Cory Hoodjer, Library Board member term ending 6/30/23, not seeking reappointment
- l. Reappoint Sarah Olson, Library Board, term ending 6/30/2029
- m. Resolution 2023-76 setting Public Hearing to review an application for a State Revolving Fund (SRF) loan
- n. Twelve Month Class E Retail Alcohol License effective August 9, 2023 for Casey's Store #1144
- o. Twelve Month Class C Retail Alcohol License effective May 28, 2023 for Papa's Pizzeria
- p. One day Class C Retail Alcohol License for Wine on Wheels effective July 26, 2023 for RAGBRAI
- q. Amendments to the Polk City Handbook
 - i. Resolution 2023-77 approving proposed changes to time off accumulation policy
 - ii. Resolution 2023-78 approving proposed addition of City Clothing policy
- r. Resolution 2023-79 approving Change Order No. 1 in the amount of \$10,200 for 2023 Street Repairs Project
- s. Resolution 2023-80 approving Pay Application No. 1 in the amount of \$111,918.07 for the 2023 Street Repairs Project

- t. Resolution 2023-81 approving Pay Application No. 1 (Sub final retainage held) in the amount of \$67,954.45 for the W. Bridge Road Water Main Loop Project
- u. Resolution 2023-82 setting the date for the sale of General Obligation Corporate Purpose Bonds, Series 2023 and authorizing the use of a preliminary official statement in connection therewith
- v. Resolution 2023-83 approving Pay Application No. 4 in the amount of \$110,841.25 for the Fire Department Remodel Project
- w. Set pay for full-time Police Officer Jason Gibson at \$33.58 per hour effective July 1, 2023
- x. Set pay for promotion of Nick Sherman to Sergeant at a rate of \$38.60 per hour effective July 1, 2023, with an increase to \$39.42 per hour upon satisfactory completion of six (6) month probation period
- y. Sports Complex Fee Structure effective July 1, 2023
- z. Library Board Meeting Minutes for June 5, 2023
- aa. May 2023 Library Director Report
- bb. Acknowledge Library Resolution 2023-03L updating and confirming the salaries for the staff of the Polk City Community Library
- cc. Set pay for Kurt Hohnstrater as year-round part-time position in Public Works at \$16.00 per hour effective June 12, 2023
- dd. Receive and file the May 2023 Parks & Recreation Department Report
- ee. Receive and file May 2023 Fire Department Report
- ff. Set pay for Tyler Pedersen as a full-time firefighter/paramedic at a rate of \$19.50 per hour effective July 3, 2023 with an increase to \$21.50 per hour upon receiving his paramedic certification
- gg. Set pay for new hire Ashley Fox to fill the part time paramedic position at a rate of \$19.00 per hour effective June 12, 2023 with increase to \$22.00 per hour when FFI Certification is received
- hh. Receive and file the May 2023 Water Department Report
- ii. Set pay for Mitchell Leppert to fill the seasonal part time position in Public Works at \$14.00 per hour effective June 13, 2023

6. Business Items

- a. Engineering agreements with Snyder and Associates
 - i. Whitetail Parkway Corridor Study
 - ii. Polk City High Trestle Trail to Neal Smith Trail Connector Project Phase 1
 - iii. Polk City High Trestle Trail to Neal Smith Trail Connector Project – Phases 6 & 7
 - iv. FY 2024 Street Repair project
- b. Snyder and Associates April 2023 Engineering Services Invoice in the amount of \$56,550.25
- c. Second Reading of Ordinance 2023-9000 amending Chapter 92, Water Rates, Section 92.02, Rates for service
- d. Second Reading of Ordinance 2023-9100 amending Chapter 99, Section 99.02, Sewer Service Charges

7. Mayor Proclamation | Parks and Recreation Month – July 2023

8. Reports & Particulars

Mayor, Council, City Manager, Staff, Boards, and/or Commissions

9. Adjournment

--next meeting date June 26, 2023